




STAFF REPORT

TOWN COUNCIL MEETING OF MARCH 13, 2012

To: Town Council

From: Matt Lopez, Assistant Planner 

Date: March 1, 2012

Subject: Consultant Proposals for Environmental Analysis and Preparation of a CEQA Compliant Document for the Draft Park, Recreation & Open Space Master Plan

RECOMMENDATION:

Accept the consulting services proposal and adopt the attached Resolution approving the proposal by Adrienne Graham and authorizing the Town Manager to execute an agreement acceptable to the Town Attorney for the preparation of a CEQA (California Environmental Quality Act) compliant document for the draft Park, Recreation & Open Space Master Plan.

ISSUE:

The draft Park, Recreation & Open Space Master Plan requires CEQA review in order to disclose any potential significant environmental effects of the Plan, Plan alternatives, and the means by which possible environmental damage may be reduced or avoided. An environmental analysis (Initial Study/Mitigated Negative Declaration) is required for the adoption of this updated Master Plan.

BACKGROUND:

The Town Park, Recreation & Open Space Committee, as well as the Planning Commission, have reviewed and approved the draft Park, Recreation & Open Space Master Plan for Council's consideration. Prior to the Town adopting this updated Master Plan, CEQA must be complied with. A Mitigated Negative Declaration will most likely be the required environmental document in order to comply with CEQA, although the analysis conducted in the Initial Study will determine the exact environmental document (EIR?). The information in the MND will provide decision makers with necessary insight to guide policy development, ensuring the plan's policies will address and provide the means to avoid potential impacts to the environment. Future projects that comply with the Master Plan may be found to be exempt from further environmental analysis.

FINANCIAL IMPLICATION:

The cost of the consultant planning services will come from the Planning Department consultant budget that currently has \$36,400 dollars.

DISCUSSION:

Staff received proposals from two (2) consultants (Adrienne Graham; GrassRoots Environmental). After evaluating the proposals, staff selected a consultant on the following considerations:

- Quality of response
- Previous work experience with the Town
- Record of past performances
- Cost

Breakdown of Proposals Received:

1. Adrienne Graham – Cost Estimate (\$16,880 for IS/MND); Tentative Schedule (21 weeks).
2. GrassRoots Environmental – Cost Estimate (\$35,730 for IS/MND); Tent. Schedule (22 weeks).
3. LSA Associates Inc. – No response
4. North Fork Associates – No response
5. AECOM – No response

ATTACHED:

Resolution No. 12-___ approving the proposal by Adrienne Graham and authorizing the Town Manager to execute an agreement acceptable to the Town Attorney for the preparation of a CEQA (California Environmental Quality Act) compliant document for the draft Park, Recreation & Open Space Master Plan.

TOWN OF LOOMIS

RESOLUTION NO. 12- ____

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AUTHORIZING THE TOWN
MANAGER TO EXECUTE AN AGREEMENT ACCEPTABLE TO THE TOWN ATTORNEY FOR THE
PREPARATION OF A CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) COMPLIANT DOCUMENT
FOR THE DRAFT PARK, RECREATION & OPEN SPACE MASTER PLAN.**

WHEREAS, the Town has developed a draft Park, Recreation & Open Space Master Plan; and

WHEREAS, the Town would like to acquire the planning consultant services of Adrienne Graham to prepare an Initial Study and California Environmental Quality Act (CEQA) complaint document for the draft Park, Recreation & Open Space Master Plan; and

WHEREAS, Adrienne Graham is qualified to provide the planning consultant services at a reasonable cost and time frame.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town of Loomis accepts the proposal of Adrienne Graham (Exhibit A) and hereby authorizes the Town Manager to execute an agreement acceptable to the Town Attorney for the preparation of a CEQA compliant document for the draft Park, Recreation & Open Space Master Plan.

PASSED AND ADOPTED by the Council of the Town of Loomis this 13th day of March, 2012 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

ATTEST:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

EXHIBIT A

PROPOSED SCOPE OF WORK, COST AND SCHEDULE MITIGATED NEGATIVE DECLARATION FOR

PARK, RECREATION & OPEN SPACE MASTER PLAN UPDATE

The following tasks would be undertaken to prepare a Mitigated Negative Declaration for the Park, Recreation & Open Space Master Plan Update for the Town of Loomis. The proposed project would update and expand upon the Parks and Recreation policies contained in the General Plan. The Master Plan Update describes the existing and planned park, recreation and open space resources available to the Town, presents criteria for planning for future parks, recreation facilities and open space resources, and addresses acquisition, funding, operations and maintenance of these facilities. Approval of the Master Plan Update would not include or require acquisition of parkland or open space, or construction of recreation and related facilities. Nonetheless, the policies and recommendations contained in the Master Plan Update are intended to lead to the acquisition and development of parks and recreation facilities and open space. Several potential acquisition sites are identified. Therefore, the Master Plan Update could reasonably be expected to result in environmental effects due to the development of parks, recreation facilities and open space.

Based on information available at this time, it appears that a Mitigated Negative Declaration would be the most appropriate CEQA document for the project. Acquisition and development of parks and recreation facilities are generally not very severe, and mitigation should be available to reduce impacts to a less-than-significant level. The preservation of open space typically has a positive impact on the environment by protecting natural resources from development, with the possible exception of trails, trail heads and similar small facilities. If all impacts can be mitigated to a less-than-significant level, then the following tasks would be completed. If one or more potentially significant, unmitigable impacts are identified, the consultant will contact the Town immediately to discuss the appropriate action (e.g., revise the project description to eliminate the impact, prepare a focused EIR).

No technical studies area assumed to be prepared for this MND. Because the Master Plan Update does not include or require acquisition or development of specific properties, the analysis contained in the Mitigated Negative Declaration will be programmatic for the most part. Where information is available, particularly regarding the potential sites referenced in the Master Plan Update, the information will be used in the analysis.

Task 1: Project Description

Based on the Master Plan Update, the consultant will prepare a project description, including the proposed recommendations and potential sites for acquisition.

Task 2: Administrative Draft Initial Study/Notice of Intent to Prepare a Mitigated Negative Declaration

The consultant will prepare an Administrative Draft Initial Study, based on the CEQA Environmental Checklist. The Initial Study will indicate whether potential impacts are significant or less than significant. Mitigation measures will be proposed for significant impacts.

The Initial Study will be prepared using existing Town documents and information provided by Town staff. The Initial Study will describe in general terms the impacts that could be expected to occur as the result of developing parks, recreation and open space facilities. Where documentation is available, the Initial Study will summarize the findings of studies that have been done in the vicinity of the sites identified in the Master Plan Update. Such studies could include cultural resources, biological resources and/or traffic. No new technical studies will be prepared.

If no impacts are found to be significant and unavoidable, the consultant will submit an Administrative Draft Initial Study and Notice of Intent to Prepare a Negative Declaration to the Town. If one or more potentially significant and unavoidable impacts are identified, the consultant will notify the Town and discuss appropriate action.

Task 3: Public Review Initial Study/Notice of Intent to Prepare a Negative Declaration

The consultant will revise the Initial Study/Environmental Checklist to respond to comments and questions raised by reviewers. A screencheck version of the Initial Study will be prepared for final review before publication. It is anticipated that no new issues will be raised in review of the Screencheck. The consultant will make final edits to the Screencheck, and prepare the Initial Study/Environmental Checklist for publication.

The consultant will provide 15 copies of the Initial Study/Notice of Intent to the State Clearinghouse, and 35 copies to the Town.

It is assumed that the Town will prepare and circulate the Notice of Availability to the local newspaper of general circulation, County Clerk, County Planning Department, affected local and federal jurisdictions (the Clearinghouse will distribute to State agencies), and interested parties. The Consultant will work with the Town to identify agencies that should receive the NOA and/or full Initial Study.

Task 4: Responses to Comments and Revised Initial Study

The consultant will provide written responses to all issues raised in response to the publicly circulated Initial Study. Draft responses will be provided to the Town for review, along with errata to the Public Review Initial Study, if needed. After Town

review, the consultant will revise the responses, and prepare a Revised Initial Study and Mitigated Negative Declaration that incorporates the text changes.

This scope assumes up to one day of such assistance. If additional time is requested, it will be billed on a time and materials basis.

Task 5: Mitigation Monitoring Program

A Draft Mitigation Monitoring Program will be prepared for Town review. For every mitigation measure identified in the Initial Study, the timing, responsible party, implementation action and monitoring party will be identified. After Town review, the consultant will revise and finalize the Mitigation Monitoring Program.

Task 6: Project Management, Meetings and Hearings

The consultant will manage preparation of the Mitigated Negative Declaration, coordinate with Town staff, and attend up to three meetings and/or hearings. At this time, it is anticipated that there will be one project meeting and two hearings.

Products

- 5 copies of the Administrative Draft Initial Study.
- 50 copies of the Public Review Initial Study/Notice of Intent.
- Delivery of 15 copies of the Public Review Initial Study/Notice of Intent to the State Clearinghouse.
- 5 copies of the Draft Responses to Comments and Draft Mitigation Monitoring Program.
- 25 copies of the Final Initial Study, including revised Responses to Comments and Mitigation Monitoring Program.

Meetings

- The consultant will attend up to 3 meetings/hearings.

Schedule

The Mitigated Negative Declaration is estimated to take approximately 6 weeks to complete, as shown in the following table. This timeline does not take into account holidays or vacations, and assumes that information is available as needed.

Cost Estimate

The total estimated cost for the Mitigated Negative Declaration is \$16,880, which includes expenses.

The cost detailed is based on the presented scope of work, a billing rate of \$140 per hour for the consultant. Mileage will be charged at \$0.50 per mile, and a 10 percent administrative fee will be added to direct expenses.

The cost of preparing the Mitigated Negative Declaration is estimated based on knowledge of the project at this time. If the comments on the Public Review Initial Study exceed 20 pages and/or raise new issues requiring additional analysis, the consultant may wish to renegotiate the cost based on the level of comment received.

Factors that would increase the scope of work and estimated costs outlined in the proposal include: attendance at additional public meetings; printing of additional copies of reports; analysis of additional issues above those discussed in this proposal or a more detailed level of analysis than described in this proposal; changes in the project requiring reanalysis or rewriting of report sections; collection of data required for the IS beyond that described in this proposal; attendance at additional meetings beyond those budgeted; and excessive comments on the Draft IS, Final IS, or the MMP. The consultant would propose to renegotiate these items, if required, or charge on a time-and-materials basis.

TOWN OF LOOMIS PARKS AND RECREATION MASTER PLAN UPDATE MITIGATED NEGATIVE DECLARATION TENTATIVE SCHEDULE	
Task	Time Needed
Authorization to Proceed and receipt of project information	Not applicable
Task 1: Project Description	2 weeks after authorization to proceed and receipt of all project information
Town provides revisions to project description	1 week
Task 2: Prepare Draft Initial Study	
Administrative Draft Initial Study submitted to Town (assuming no significant impacts)	3 weeks
Town provides comments on Draft MND	2 weeks
Task 3: Finalize Initial Study/Notice of Intent	
Screencheck DIS provided to Town	2 weeks
Town provides comments on Screencheck	1 week
Finalize Draft Initial Study/Notice of Intent	1 week
Public Review Period	30 days
Tasks 4 and 5: Prepare Draft Responses to Comment and MMP	2 weeks
Town provides comments to consultant	2 weeks
Revise Initial Study, Responses, and MMP	1 week
Total	21 weeks

TOWN OF LOOMIS PARKS AND RECREATION MASTER PLAN UPDATE MITIGATED NEGATIVE DECLARATION COST ESTIMATE		
	Hours	Subtotal
<i>Consultant Labor</i>		
Task 1 Prepare Project Description	8	
Task 2 Prepare Draft Initial Study	40	
Task 3 Prepare Final Initial Study/Notice of Intent	16	
Task 4 Prepare Responses to Comments and Final Initial Study	12	
Task 5 Prepare MMP	8	
Task 6 Project Management	24	
Total Hours	108	
Hourly Rate	\$140	
Total Consultant Labor	\$15,120	\$15,120
<i>Subconsultants</i>		\$500
Word processing and graphics	\$500	
<i>Expenses</i>		\$1,100
Delivery, Postage	\$100	
Printing	\$700	
Miscellaneous	\$300	
<i>Administration Fee (10%)</i>		\$160
Total Budget		\$16,880

Rick Angelocci

From: Crickett Strock [cstrock@loomis.ca.gov]
Sent: Wednesday, February 29, 2012 4:38 PM
To: 'Rick Angelocci'
Subject: FW: loomis familyfest

From: MARIE BLOMGREN [<mailto:moonback@msn.com>]
Sent: Wednesday, February 29, 2012 4:27 PM
To: cstrock@loomis.ca.gov
Subject: loomis familyfest

TO: Town of Loomis
Town of Council Members

FROM: Marie Blomgren
Tim Plummer
Blomgren Plummer Productions

RE: Loomis Thursday Night Familyfest

In the submitted packet a Festival Map is included. This is the same map used last year for the event. We are proposing to use same map at this time but request use of the whole park behind Nelthorpes and Christiansons if needed in the future. We would like to confirm that area would be made available to the Loomis Thursday Night Familyfest during the event schedule which is the first Thursday of May through the second Thursday of August. We anticipate the event to grow as time goes on and would like the ability to use area down to cul du sac.

The event dates for this year are May 3 through August 9, 2012. During the festival we would like to use depot bathroom and parking lot storage bin if available.

Thank you for your time and consideration.